

No. 6(3)/2022-IC. I [173983]
Government of India
Ministry of Environment, Forest and Climate Change
(International Cooperation Division)

Subject: Vacancy Circular for recruitment of 04 Consultants (Category B) to be engaged in the International Cooperation Division of the Ministry of Environment, Forest and Climate Change (MoEFCC) – reg.

Applications are invited from the willing and eligible Indian citizen for the following 04 (four) Consultants (purely on contractual basis) to be engaged in the International Cooperation Division of the MoEFCC:

04 (Four) Consultants 'B' - having expertise/knowledge in the field of International Relations and/or Consultant 'B' – having experience in the field of UN (preferred if worked in any UN Office)

2. Details of Educational and Desirable Qualifications, Experience, Terms of Reference (ToR), Remuneration, Application format etc., are annexed herewith.

3. Interested candidates should send the duly signed copies of the application along with supporting documents **(in hard copy)** in the prescribed format to Under Secretary, IC Division, 3rd Floor, Jal Wing, Indira Paryavaran Bhawan, Jor Bagh Road, Ali Ganj, New Delhi-110003 within **21 days from the date of advertisement in the Newspapers/Employment news.**

4. A soft copy of duly filled up application (scanned) should also be sent through mail to IC Division's email ID:- ic.moefcc@gmail.com, without fail.

5. **Note:**

- (i) Applications received after the deadline shall not be considered.
- (ii) The applications received in the Ministry will be scrutinized and only shortlisted candidates shall be called for the interview.
- (iii) Incomplete, unsigned, not in the prescribed format and applications received after due date will not be entertained and summarily rejected. Only candidates whose candidatures are provisionally accepted will be called for interview.
- (iv) No TA/DA will be provided for appearing for interview. The request for virtual interview shall not be considered.
- (v) The place of posting will be New Delhi.
- (vi) The Ministry has the prerogative to cancel the engagement process at any stage and no query will be entertained in this regard.
- (vii) During the period of assignment with MOEFCC, the Consultant would adhere to the provisions of the Indian Official Secrets Act, 1923 and will not divulge any information gathered by him during the period of his assignment to anyone who is not authorized to know the same.
- (viii) A self-undertaking shall be provided by the candidate to the effect that he/she has no criminal record or criminal case in any court is pending against them.
- (ix) The Consultant engaged by the MoEFCC shall in no case represent or give opinion or advice to others in any matter which is contrary to the stated position of Government of India. Any violation may lead to discontinuation of engagement.

6. Details of Essential Educational & Desirable Qualifications and Experience for the Consultant:

Category of Consultants	Essential Qualifications, Desirable Qualifications and Experience	Consolidated monthly remuneration
Consultant 'B'	<p>Essential Qualifications: - Consultants should have (i) Master's degree in Science or Bachelor's degree in Engineering / Technology as the minimum qualification with good knowledge of M.S. Office and (ii) experience in the relevant field for a period of more than 3 years. Not more than 65 years as on 1.7.2025. Desirable Qualifications: Consultant should have expertise/knowledge about International Relations and/or working experience in UN Office.</p>	Rs. 80,000/-

7. **Period of Engagement:** The post is temporary in nature and purely contractual. The initial tenure of engagement would be for a period of one year and extendable up to three years subject to performance of the candidate. The period of engagement will be assessed on half yearly basis for continuation, if required, and the performance, if found to be satisfactory.

8. The assignment will not create any employer-employee relationship between the MoEF&CC and the Consultant.

9. No extra remuneration shall be allowed for working beyond office hours or on Saturday/Sunday/Gazetted holidays. Compensatory leave for in-person work in such cases shall be at the discretion of the divisional head.

10. The attendance shall be marked in the Biometric System. There may be deductions in monthly remunerations/consultancy fee for late coming/absence without intimation.

11. The internal reports /data made available to consultants during his/her engagement in the Ministry shall not be used by the consultants for publishing research papers/books or otherwise. The Ministry has the prerogative to initiate action, as deemed fit, on the basis of the nature and level of guilty found, if any, in this context.

12. Ministry/Department reserves the right to call any number of applicants for interview based on essential and desirable qualifications and experience of the applicant.

13. The engagement shall be governed by the existing revised guidelines for Engagement of Consultants in the Ministry of Environment, Forest and Climate Change, issued vide No.ADMIN-43012/1/2022-P-II [E-176223] dated 15th April 2025 as amended from time to time.



(Vikash Chandra Gupta)
Under Secretary to the Government of India

The proposed **Terms of Reference** are as follows: -

- (i) **Expected outcome from the consultants:** To assist for effective discharge of work allocated to the International Cooperation Division in the Ministry.
- (ii) The consultants in the field of International relations are expected to provide analytical inputs on important international matters related to Environment, Forest and Climate Change. The consultancy assignment may include but not limited to the following:
 - a) They are expected to be updated on the various international conferences, meetings, seminars etc. on the topics of Environment, Forest and Climate Change. They should examine and analyse the outcomes of such meetings and conferences and give opinion in the context of country's environmental and climate policies.
 - b) The consultants must be able to prepare briefs, write ups, reports, presentations, concept papers, etc. on matters dealt in IC Division.
 - c) The consultant must be able to examine and analyse the proposals, draft communique.
 - d) The consultants are expected to have good knowledge and understanding of computer including proficiency in MS Word, Excel, Power point, maintaining database and computer records etc.
 - e) The consultants are expected to have good communication skills with command over English language both spoken and written.
- (iii) **Specific work may be assigned to the consultants as under**
 - a) Prepare talking points / briefs and folder for bilateral meeting with foreign delegates at official and Ministerial level.
 - b) Prepare and maintain record of discussion / Minutes of meeting and its follow-up activity.
 - c) Preparing briefings, notes, talking points, speeches etc. for multilateral meetings involving international bodies
 - d) Coordination with regional bodies.
 - e) Preparing comments on the Draft Joint Statements, draft declaration, draft communique etc. of bilateral/multilateral nature based on inputs from different divisions.
 - f) Drafting of MoUs/MoCs and maintaining record of signed MoUs/MoCs.
 - g) Liaisoning with other Divisions of the Ministry as well as other Ministry /Departments for obtaining their comments and inputs on the draft MoU/MoC.
 - h) Implementation of the MoU/MoC through Joint Working Group Meeting, technical dialogues, Joint Committee meeting etc.
 - i) To deal with matters related to Global Environment Facility.
 - j) Updating and Renewing the MoU/CoCs.
 - k) Seeking clarification on articles of MoU/MoC from L&T Division of MEA.
 - l) Maintaining record of all the MoUs, International Treaties, Conventions, etc. related to Environment, Forest and Climate Change.
 - m) Maintaining updated and complete record of meetings of various multilateral international bodies and organisations including SCO, BIMSTEC, BRICS, CICA, UNEA, GEF, G20, G7, SAARC, UN Bodies etc.
 - n) Apart from the above matters, consultants may be assigned additional work as required from time to time.



(iv) Support to be provided by the MoEF&CC to facilitate the consultancy:

Following support shall be provided by the Ministry to the Consultant for facilitating the consultancy work:

- a) A desktop computer, printer, internet connection and office space.
- b) Facilities for communication i.e. telephone, fax, stationary, photocopying, mailing etc. to effectively discharge the assigned work.
- c) Infrastructure support and other logistic support for organising meetings with stakeholders.
- d) The consultants will report to the Director / Deputy Secretary / Under Secretary and work under the overall supervision of the Joint Secretary or equivalent, MoEF&CC.



Annexure-II

Application format for appointment as **Consultant 'B'** in the International Cooperation division of the Ministry of Environment, Forest and Climate Change

Paste recent passport
sized photograph

1. Name:
2. Father's Name:
3. Date of Birth:
(a). Age (as on the date of publication of vacancy circular)
4. Domicile:
5. Nationality:
6. Mailing Address (With Telephone/Mobile No. and e-mail address):

a) Present Address with Postal Code:

b) Permanent Address; if different from Permanent Address:

7. Essential Educational Qualification:

S.No	Course	Subject	University/Institute	Year of Passing	Division/Class

8. Desirable Education Qualification:

S.No	Course	Subject	University / Institute	Year of Passing	Division/Class

9. Essential Work Experience: Total year of experience:

S.No	Organization / Institute	Post held	From (dd/mm/yy)	To (dd/mm/yy)	Nature of Work	Remarks

10. Desirable Work Experience: Total year of experience:

S.No	Organization / Institute	Post held	From (dd/mm/yy)	To (dd/mm/yy)	Nature of Work	Remarks

11. Details of courses/ training programmes attended, if any:

12. Details of publication, if any:

13. No of years of experience of working with government/academic organizations in India in the field of environment, sustainable development, natural resources management:

14. Documents to be attested (Self attested):

- (i) PhD Certificate (if any)
- (ii) Masters' Degree Certificate (if applicable)
- (iii) Bachelor's Degree Certificate (if applicable)
- (iv) Experience Certificates
- (v) Age proof

15. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet.

Undertaking:

I hereby state that I have no criminal record or criminal case pending against me in any court.

I hereby certify that all the information given above is true to the best of my knowledge. If any of the above information is found to be incorrect at a later stage, I shall be liable to be disqualified/terminated from the contract.

(Signature of Candidate)